

Department /
Division: Central Services

Director: Robert Schuetz

Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
Goal 1 ****Information was not received prior to printing****				
1 Objective				
1.1 Action				
1.2 Action				
1.3 Measure				
2 Objective				
2.1 Action				
2.2 Action				
2.3 Measure				
3 Objective				
3.1 Action				
3.2 Action				
3.3 Measure				
Goal 2				
1 Objective				
1.1 Action				
1.2 Action				
1.3 Measure				
2 Objective				
2.1 Action				
2.2 Action				
2.3 Measure				
3 Objective				
3.1 Action				
3.2 Action				
3.3 Measure				

Department / Division Central Services - Administration

Account # 110-41971

A - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Account Title	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Salaries	\$81,235	\$105,581	\$212,546	\$208,180	\$202,550
Benefits	46,939	53,189	65,448	67,720	66,740
Supplies	0	0	210	500	500
Utilities	0	0	0	0	0
Education and Travel	538	0	0	790	790
Repair and Maintenance	0	0	0	0	0
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total	<u>\$128,712</u>	<u>\$158,770</u>	<u>\$278,204</u>	<u>\$277,190</u>	<u>\$270,580</u>

B - 1

Description of Expenditures in Operating Expense Accounts

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	202,550	Appropriation needed as calculated on personnel detail.
Benefits	66,740	Retirement and insurance benefits provided and calculated on personnel detail.
Supplies	500	General office and computer supplies
Utilities	0	Utilities included under General Government Buildings
Education and Travel	790	Workshops; training seminars; Professional meetings
Repair and Maintenance	0	
Special Projects	0	
Leases	0	
Contract Services	0	
Capital Outlay	0	

Total	<u>\$270,580</u>
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Department / Division Central Services - Administration

Account # 110-41971

B - 2

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Account Title	Budget FY2008	FY2009			Explanations
		Base	Inc(Dec)	Mayor's	
Salaries	\$208,180	\$202,550		\$202,550	
Benefits	67,720	66,740		66,740	
Supplies	500	500		500	
Utilities	0	0		0	
Education and Travel	790	790		790	
Repair and Maintenance	0	0		0	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	0	0		0	
Capital Outlay	0	0		0	
Total	\$277,190	\$270,580	\$0	\$270,580	

Department / Division Central Services - Administration

Account # 110-41971

C - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Description	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Base Salaries	\$81,235	\$105,581	\$212,546	\$208,180	\$202,550
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	81,235	105,581	212,546	208,180	202,550
Benefits	46,939	53,189	65,448	67,720	66,740
Personnel Totals	128,174	158,770	277,994	275,900	269,290
<u>Staffing Summary</u>					
Permanent Positions	1.00	1.00	1.00	2.00	1.00
Temporary Positions	0.00	0.00	0.00	0.00	1.50

Department /
Division: Central Services - Administration
Account #: 110-41971

E - 1

Department Enhancement Summary Form FY09

Form Number	Enhancement Title	Short Description	Enhancement Amount	Approved Amount
A1	6110 - Salaries, Position 1512, Director of Parking & Traffic	Delete position, duties to be absorbed by the Facilities Manager position	(\$25,000)	
A2	7411 - Education	Continuing education and certification for Administrator	1,500	
Total			<u>(\$23,500)</u>	<u>\$0</u>

Department /
Division: Central Services - Administration

Account #: 110-41971

Form #: A1

E - 2

Maintain current
service level:

New service:

Enhancement title: Salaries

Enhancement
amount: (\$25,000)

Department Enhancement Detail Form

Description/Justification

As of the June 30, 2008, the contract for the Director of Parking & Traffic will expire. At that time, the duties of the Director will be taken on by the Facilities Manager. The Facilities Manager position falls under General Government Buildings. Therefore, the contractual salary amount for the Director is being moved from Administration.

Department /
Division: Central Services - Administration

Account #: 110-41971

Form #: A2

E - 2

Maintain current
service level:

New service:

Enhancement title: Education

Enhancement
amount: \$1,500

Department Enhancement Detail Form

Description/Justification

The enhancement is requested for continuing education and certification for the Administrator, to enhance her capabilities in responding to the various responsibilities of the position. The amount requested is the full amount available to employees for tuition reimbursement.

Department / Division Central Services - Purchasing

Account # 110-41973

A - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Account Title	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Salaries	\$162,872	\$189,749	\$198,114	\$208,950	\$229,580
Benefits	54,633	57,820	63,626	71,920	86,340
Supplies	11,453	11,307	9,560	12,020	12,020
Utilities	0	0	0	0	0
Education and Travel	2,054	3,738	3,531	5,200	5,200
Repair and Maintenance	692	654	243	700	700
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total	<u>\$231,704</u>	<u>\$263,268</u>	<u>\$275,074</u>	<u>\$298,790</u>	<u>\$333,840</u>

B - 1

Description of Expenditures in Operating Expense Accounts

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	229,580	Appropriation needed as calculated on personnel detail.
Benefits	86,340	Retirement and insurance benefits provided and calculated on personnel detail.
Supplies	12,020	General office and computer supplies, non-CIP bid advertising
Utilities	0	Utilities included under General Government Buildings
Education and Travel	5,200	Mileage, seminars and training, membership dues
Repair and Maintenance	700	Computer, fax, time clock and printer repairs
Special Projects	0	
Leases	0	
Contract Services	0	
Capital Outlay	0	

Total	<u>\$333,840</u>
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Department / Division Central Services - Purchasing

Account # 110-41973

B - 2

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Account Title	Budget FY2008	FY2009			Explanations
		Base	Inc(Dec)	Mayor's	
Salaries	\$208,950	\$229,580		\$229,580	
Benefits	71,920	86,340		86,340	
Supplies	12,020	12,020		12,020	
Utilities	0	0		0	
Education and Travel	5,200	5,200		5,200	
Repair and Maintenance	700	700		700	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	0	0		0	
Capital Outlay	0	0		0	
Total	<u>\$298,790</u>	<u>\$333,840</u>	<u>\$0</u>	<u>\$333,840</u>	

Department / Division Central Services - Purchasing

Account # 110-41973

C - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Description	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Base Salaries	\$162,872	\$189,749	\$198,114	\$208,950	\$229,580
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	162,872	189,749	198,114	208,950	229,580
Benefits	54,633	57,820	63,626	71,920	86,340
Personnel Totals	217,505	247,569	261,740	280,870	315,920
<u>Staffing Summary</u>					
Permanent Positions	3.00	3.00	3.00	3.00	3.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00

Department /
Division: Central Services - Purchasing
Account #: 110-41973

Department Enhancement Summary Form FY09

Form Number	Enhancement Title	Short Description	Enhancement Amount	Approved Amount
P1	7411 - Education	Increased mileage, membership dues, and seminar fees	500	
Total			\$500	\$0

Department /
Division: Central Services - Purchasing

Account #: 110-41973

Form #: P1

E - 2

Maintain current
service level: _____

New service: _____

Enhancement title: Training & Education

Enhancement
amount: \$500

Department Enhancement Detail Form

Description/Justification

The City's purchasing office requires a level of procurement expertise and knowledge which comes through on-the-job and outside sources. In time, it is intended to ensure a minimum of two credentialed purchasing staff, with one additional existing staff working toward credentialing. As a means for ensuring continued improvement in this regard, adequate outside training is required. The enhancement amount here is to maintain the amount sought in FY 2008, to be spread among staff to attend conferences, training seminars and association functions for the City, and to reflect increased mileage expense, membership dues, and seminar fees.

Department / Division Central Services - General Government Buildings

Account # 110-41975

A - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Account Title	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Salaries	\$43,979	\$49,477	\$51,075	\$268,100	\$350,620
Benefits	20,815	22,046	20,588	89,320	41,810
Supplies	12,083	12,261	12,743	12,180	12,180
Utilities	107,823	109,161	146,683	129,000	144,000
Education and Travel	0	0	0	0	0
Repair and Maintenance	199,372	198,126	198,660	262,060	262,060
Special Projects	0	0	0	0	0
Leases	92,050	113,718	436,034	453,470	453,470
Contract Services	125,456	147,286	149,581	254,570	254,570
Capital Outlay	0	0	0	0	0
Total	<u>\$601,578</u>	<u>\$652,075</u>	<u>\$1,015,364</u>	<u>\$1,468,700</u>	<u>\$1,518,710</u>

B - 1

Department / Division Central Services - General Government Buildings

Account # 110-41975

B - 2

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Account Title	Budget FY2008	FY2009			Explanations
		Base	Inc(Dec)	Mayor's	
Salaries	\$268,100	\$350,620		\$350,620	
Benefits	89,320	41,810		41,810	
Supplies	12,180	12,180		12,180	
Utilities	129,000	144,000		144,000	
Education and Travel	0	0		0	
Repair and Maintenance	262,060	262,060		262,060	
Special Projects	0	0		0	
Leases	453,470	453,470		453,470	
Contract Services	254,570	254,570		254,570	
Capital Outlay	0	0		0	
Total	<u>\$1,468,700</u>	<u>\$1,518,710</u>	<u>\$0</u>	<u>\$1,518,710</u>	

Department / Division Central Services - General Government Buildings

Account # 110-41975

C - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Description	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Base Salaries	\$43,979	\$49,477	\$51,075	\$268,100	\$350,620
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	43,979	49,477	51,075	268,100	350,620
Benefits	20,815	22,046	20,588	89,320	41,810
Personnel Totals	64,794	71,523	71,663	357,420	392,430
<u>Staffing Summary</u>					
Permanent Positions	1.00	1.00	1.00	1.00	1.00
Temporary Positions	0.00	0.00	0.00	0.00	4.00

Department /
Division: Central Services - General Government Buildings
Account #: 110-41975

E - 1

Department Enhancement Summary Form FY09

Form Number	Enhancement Title	Short Description	Enhancement Amount	Approved Amount
GB1	6110 - Salaries	Addition of one Maintenance Technician to support increased workload maintaining government buildings.	\$55,000	
GB2	7240 - Special Projects	Per document from Stationery Engineer, repair and/or replacement of HVAC equipment, and institution of preventative maintenance programs.	200,000	
GB4	6600 - Supplies	Additional amount to support purchase of equipment for Stationery Engineers, and to reallocate supplies previously charged to Purchasing.	24,000	
GB5	7950 - Rents & Leases	Amount needed per current leases with contractual increases, and increased space requirements.	40,834	
GB6	7210 - Utilities - Telephone	Adjust to remove \$15,000 in DNEP phones incorrectly charged to this account. Adjust to increase by \$20,000 to account for increased usage and pricing. Net is \$5,000 increase.	5,000	
GB7	7411 - Education	Amount to cover ongoing continuing education and licensing for Stationery Engineers and Maintenance Technicians.	10,000	
GB8	7720 - R&M Buildings 7750 - R&M Equipment	Move funds from 7750 to 7720 (\$2,150)	0	
Total			<u>\$334,834</u>	<u>\$0</u>

Department /
Division: Central Services - General Government Buildings

Account #: 110-41975

Form #: GB1

E - 2

Maintain current
service level: _____

New service: _____

Enhancement title: Salaries

Enhancement
amount: \$55,000

Department Enhancement Detail Form

Description/Justification

This enhancement request reflects the addition of a second Maintenance Technician. Central Services is making enormous strides in maintaining our facilities, with the work of both our existing Stationery Engineer and one soon to be hired, and our current Maintenance Technician. However, just to maintain this level, which is the minimum necessary to prevent catastrophic losses, we need two credentialed engineers and two maintenance technicians.

Department /
Division: Central Services - General Government Buildings

Account #: 110-41975

Form #: GB2

E - 2

Maintain current
service level:

New service:

Enhancement title: Special Projects

Enhancement
amount:

\$200,000

Department Enhancement Detail Form

Description/Justification

Now that our Stationery Engineer has been with the City for several months, he has had the time to uncover many deficiencies in our HVAC systems throughout government buildings city-wide. In order to correct these deficiencies, we need to repair/replace many pieces of equipment, and institute a formal preventative maintenance program that will prevent the type of deterioration we have been seeing from happening in the future. This is extremely important, as some of the deficiencies noted could have easily led to accidents involving death or disability of City employees.

Department /
Division: Central Services - General Government Buildings

Account #: 110-41975

Form #: GB4

E - 2

Maintain current
service level: _____

New service: _____

Enhancement title: Supplies

Enhancement
amount: \$24,000

Department Enhancement Detail Form

Description/Justification

This enhancement request reflects the need for additional equipment for use by our Stationery Engineers and Maintenance Technicians, the purchase of various parts required to repair and maintain government building equipment, and to reflect a reallocation of purchases made that have historically been incorrectly charged to the Purchasing Department instead of General Government Buildings. The enhancement also reflects the increase trend over the past two years.

FY07 Supplies: \$12,743 (staff of 1)

FY08 Supplies (Projected): \$28,360 (223% increase) (staff of 2)

Predicted FY09 Supplies Requirement: \$36,180 (128% increase) (staff of 5)

Department /
Division: Central Services - General Government Buildings

Account #: 110-41975

Form #: GB5

E - 2

Maintain current
service level: _____

New service: _____

Enhancement title: Rents and Leases

Enhancement
amount: \$40,834

Department Enhancement Detail Form

Description/Justification

The enhancement requested is the amount required to continue our current leases, with contractual increases, and to provide additional space for the Emergency Management Department.

KDBA: \$34,386/month current, \$37,028 projected, annual total of \$444,346

151 West: \$1912/month current and projected, annual total of \$22,994

Mason*: \$650/month current, \$2,247 projected, annual total of \$26,964

Total projected annual total: \$494,304

Less FY08 budget amount: \$453,470

Variance: \$40,834

*The increase at the Mason building reflects a move of the Emergency Management department to a larger space in the space building to accommodate additional staff and storage. This is a short-term increase, as the department will move to APD when that space becomes available.

Department /
Division: Central Services - General Government Buildings

Account #: 110-41975

Form #: GB6

E - 2

Maintain current
service level:

New service:

Enhancement title: Utilities/Telephone

Enhancement
amount: \$5,000

Department Enhancement Detail Form

Description/Justification

This enhancement reflects the move of DNEP cellphones into their department and out of Central Services (\$15,000). We will require \$20,000 to cover additional lines and higher rates. The net effect is a \$5,000 increase.

Department /
Division: Central Services - General Government Buildings

Account #: 110-41975

Form #: GB7

E - 2

Maintain current
service level: _____

New service: _____

Enhancement title: Education

Enhancement
amount: \$10,000

Department Enhancement Detail Form

Description/Justification

All staff in Government Buildings (Facilities Manager, Stationery Engineers, and Maintenance Technicians) require ongoing continuing education to remain current in their fields and to maintain certifications. Approximate costs are broken down as follows:

Facilities Manager: \$3,000
Stationery Engineer 1: \$3,000
Stationery Engineer 2: \$2,000
Maintenance Technician 1: \$1,000
Maintenance Technician 2: \$1,000

Department /
Division: Central Services - General Government Buildings

Account #: 110-41975

Form #: GB8

E - 2

Maintain current
service level:

New service:

Enhancement title: R&M - Buildings, R&M -
Equipment

Enhancement
amount: \$0 (net effect)

Description/Justification

Consolidate Repairs & Maintenance to one account, as follows:

7720 - Buildings \$2,150

7750 - Equipment (\$2,150)

Department / Division Off Street Parking - Hillman Garage

Account # 623-44211

A - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Account Title	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Salaries	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Supplies	2,650	1,269	1,380	2,000	2,000
Utilities	87,318	35,356	44,219	47,000	47,000
Education and Travel	0	0	0	0	0
Repair and Maintenance	13,946	69,643	9,615	41,510	41,510
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	727,748	359,707	385,654	388,000	388,000
Capital Outlay	0	0	0	0	0
Total	<u>\$831,662</u>	<u>\$465,975</u>	<u>\$440,868</u>	<u>\$478,510</u>	<u>\$478,510</u>

Department / Division Off Street Parking - Hillman Garage

Account # 623-44211

B - 1

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	0	Appropriation needed as calculated on personnel detail.
Benefits	0	Retirement and insurance benefits provided and calculated on personnel detail.
Supplies	2,000	Signs; computer supplies; paint; office supplies; plantings
Utilities	47,000	Lights; signs; ticket machines
Education and Travel	0	
Repair and Maintenance	41,510	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects	0	
Leases	0	
Contract Services	388,000	Management contract for parking services
Capital Outlay	0	

Total \$478,510

Department / Division Off Street Parking - Hillman Garage

Account # 623-44211

B - 2

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Account Title	Budget FY2008	FY2009			Explanations
		Base	Inc(Dec)	Mayor's	
Salaries	\$0	\$0		\$0	
Benefits	0	0		0	
Supplies	2,000	2,000		2,000	
Utilities	47,000	47,000		47,000	
Education and Travel	0	0		0	
Repair and Maintenance	41,510	41,510		41,510	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	388,000	388,000		388,000	
Capital Outlay	0	0		0	
Total	<u>\$478,510</u>	<u>\$478,510</u>	<u>\$0</u>	<u>\$478,510</u>	

Department / Division Off Street Parking - Hillman Garage

Account # 623-44211

C - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Description	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Base Salaries	\$0	\$0	\$0	\$0	\$0
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	0	0	0	0	0
Benefits	0	0	0	0	0
Personnel Totals	0	0	0	0	0
<u>Staffing Summary</u>					
Permanent Positions	0.00	0.00	0.00	0.00	0.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00

Department /
Division: OSP - Hillman Garage

Account #: 623-44211

Department Enhancement Summary Form FY09

Form Number	Enhancement Title	Short Description	Enhancement Amount	Approved Amount
H1	7240 - Special Projects	Short-term structural repairs.	100,000	
H2	7996 - Contract Services	Adjust to reflect FY08 costs.	44,000	
H3	7720 - Repairs & Maintenance	Adjust to reflect ongoing maintenance needs, based on FY08 expenditures.	33,490	
Total			<u>\$177,490</u>	<u>\$0</u>

Department /
Division: Central Services - OSP - Hillman Garage

Account #: 623-44211

Form #: H1

E - 2

Maintain current
service level:

New service:

Enhancement title: Special Projects

Enhancement
amount: \$100,000

Department Enhancement Detail Form

Description/Justification

Hillman Garage is in drastic need of short-term structural repairs, estimated at \$100,000.

Department /
Division: Central Services - OSP - Hillman Garage

Account #: 623-44211

Form #: H2

E - 2

Maintain current
service level:

New service:

Enhancement title: Contract Services

Enhancement
amount:

\$44,000

Department Enhancement Detail Form

Description/Justification

This enhancement reflects the amount necessary to remain consistent with FY08 rates, as follows:

FY08 Projected: \$432,000

FY08 Budget: \$388,000

Variance: \$44,000

Department /
Division: Central Services - OSP - Gott's Garage

Account #: 623-44211

Form #: H3

E - 2

Maintain current
service level:

New service:

Enhancement title: Repairs & Maintenance

Enhancement
amount: \$33,490

Department Enhancement Detail Form

Description/Justification

This enhancement reflects the amount necessary to remain consistent with FY08 costs.

FY08 Projected: \$75,000

FY08 Budget: \$41,510

Variance: \$33,490

Department / Division Off Street Parking - Gotts Garage

Account # 623-44212

A - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Account Title	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Salaries	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Supplies	1,021	1,328	1,682	1,450	1,450
Utilities	36,217	34,007	51,992	49,300	49,300
Education and Travel	0	0	0	0	0
Repair and Maintenance	7,900	9,256	16,809	16,910	16,910
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	263,925	264,610	327,444	326,870	326,870
Capital Outlay	0	0	0	0	0
Total	<u>\$309,063</u>	<u>\$309,201</u>	<u>\$397,927</u>	<u>\$394,530</u>	<u>\$394,530</u>

B - 1

Description of Expenditures in Operating Expense Accounts

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	0	Appropriation needed as calculated on personnel detail.
Benefits	0	Retirement and insurance benefits provided and calculated on personnel detail.
Supplies	1,450	Signs; computer supplies; paint; office supplies; plantings
Utilities	49,300	Lights; signs; ticket machines
Education and Travel	0	
Repair and Maintenance	16,910	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects	0	
Leases	0	
Contract Services	326,870	Management contract for parking services
Capital Outlay	0	

Total	<u>\$394,530</u>
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Department / Division Off Street Parking - Gotts Garage

Account # 623-44212

B - 2

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Account Title	Budget FY2008	FY2009			Explanations
		Base	Inc(Dec)	Mayor's	
Salaries	\$0	\$0		\$0	
Benefits	0	0		0	
Supplies	1,450	1,450		1,450	
Utilities	49,300	49,300		49,300	
Education and Travel	0	0		0	
Repair and Maintenance	16,910	16,910		16,910	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	326,870	326,870		326,870	
Capital Outlay	0	0		0	
Total	<u>\$394,530</u>	<u>\$394,530</u>	<u>\$0</u>	<u>\$394,530</u>	

Department / Division Off Street Parking - Gotts Garage

Account # 623-44212

C - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Description	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Base Salaries	\$0	\$0	\$0	\$0	\$0
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	0	0	0	0	0
Benefits	0	0	0	0	0
Personnel Totals	0	0	0	0	0
<u>Staffing Summary</u>					
Permanent Positions	0.00	0.00	0.00	0.00	0.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00

Department /
Division: OSP - Gott's Garage
Account #: 623-44212

Department Enhancement Summary Form FY09

Form Number	Enhancement Title	Short Description	Enhancement Amount	Approved Amount
G1	7996 - Contract Services	Adjust to reflect FY08 costs.	38,130	
G2	7720 - Repairs & Maintenance	Perform necessary structural repairs.	25,000	
G3	7220 - Electricity	Adjust to reflect FY08 costs, and projected FY09 increases.	7,374	
Total			\$70,504	\$0

Department /
Division: Central Services - OSP - Gott's Garage

Account #: 623-44212

Form #: G1

E - 2

Maintain current
service level:

New service:

Enhancement title: Contract Services

Enhancement
amount: \$38,130

Department Enhancement Detail Form

Description/Justification

This enhancement reflects the amount necessary to remain consistent with FY08 rates, as follows:

FY08 Projected: \$363,182

FY08 Budget: \$326,870

Variance: \$38,130

Department /
Division: Central Services - OSP - Gott's Garage

Account #: 623-44212

Form #: G2

E - 2

Maintain current
service level:

New service:

Enhancement title: Repairs & Maintenance

Enhancement
amount: \$25,000

Department Enhancement Detail Form

Description/Justification

This enhancement reflects the amount necessary to remain consistent with FY08 expenses, and to address short-term structural repairs that will be necessary in FY09.

Department /
Division: Central Services - OSP - Gott's Garage

Account #: 623-44212

Form #: G3

E - 2

Maintain current
service level:

New service:

Enhancement title: Utilities - Electricity

Enhancement
amount: \$7,374

Department Enhancement Detail Form

Description/Justification

This enhancement reflects the amount necessary to remain consistent with FY08 usage and to reflect an increase of approximately 10%.

FY08 Projected: \$51,522

FY09 Expected with Increase: \$56,674

FY08 Budget: \$49,300

Variance: \$7,374

Department / Division Off Street Parking - Knighton Garage

Account # 623-44213

A - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Account Title	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Salaries	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Supplies	618	850	1,588	1,500	1,500
Utilities	11,072	31,580	33,193	37,600	37,600
Education and Travel	0	0	0	0	0
Repair and Maintenance	485	2,290	11,820	5,000	5,000
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	80,683	235,020	250,200	262,710	262,710
Capital Outlay	0	121,025	0	0	0
Total	<u>\$92,858</u>	<u>\$390,765</u>	<u>\$296,801</u>	<u>\$306,810</u>	<u>\$306,810</u>

B - 1

Description of Expenditures in Operating Expense Accounts

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	0	Appropriation needed as calculated on personnel detail.
Benefits	0	Retirement and insurance benefits provided and calculated on personnel detail.
Supplies	1,500	Signs; computer supplies; paint; office supplies; plantings
Utilities	37,600	Lights; signs; ticket machines
Education and Travel	0	
Repair and Maintenance	5,000	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects	0	
Leases	0	
Contract Services	262,710	Management contract for parking services
Capital Outlay	0	

Total	<u>\$306,810</u>
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Department / Division Off Street Parking - Knighton Garage

Account # 623-44213

B - 2

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Account Title	Budget FY2008	FY2009			Explanations
		Base	Inc(Dec)	Mayor's	
Salaries	\$0	\$0		\$0	
Benefits	0	0		0	
Supplies	1,500	1,500		1,500	
Utilities	37,600	37,600		37,600	
Education and Travel	0	0		0	
Repair and Maintenance	5,000	5,000		5,000	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	262,710	262,710		262,710	
Capital Outlay	0	0		0	
Total	<u>\$306,810</u>	<u>\$306,810</u>	<u>\$0</u>	<u>\$306,810</u>	

Department / Division Off Street Parking - Knighton Garage

Account # 623-44213

C - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Description	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Base Salaries	\$0	\$0	\$0	\$0	\$0
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	0	0	0	0	0
Benefits	0	0	0	0	0
Personnel Totals	0	0	0	0	0
<u>Staffing Summary</u>					
Permanent Positions	0.00	0.00	0.00	0.00	0.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00

Department /
Division: OSP - Knighton Garage

Account #: 623-44213

Department Enhancement Summary Form FY09

Form Number	Enhancement Title	Short Description	Enhancement Amount	Approved Amount
K1	7996 - Contract Services	Adjust to reflect FY08 costs.	29,190	
K2	7220 - Electricity	Adjust to reflect FY08 costs, and projected FY09 increases.	2,000	
Total			\$31,190	\$0

Department /
Division: Central Services - OSP - Knighton Garage

Account #: 623-44213

Form #: K1

E - 2

Maintain current
service level:

New service:

Enhancement title: Contract Services

Enhancement
amount: \$29,190

Department Enhancement Detail Form

Description/Justification

This enhancement reflects the amount necessary to remain consistent with FY08 costs, as follows:

FY08 Projected: \$291,900

FY08 Budget: \$262,710

Variance: \$29,190

Department /
Division: Central Services - OSP - Knighton Garage

Account #: 623-44213

Form #: K2

E - 2

Maintain current
service level:

New service:

Enhancement title: Utilities - Electricity

Enhancement
amount:

\$2,000

Department Enhancement Detail Form

Description/Justification

This enhancement reflects the amount necessary to remain consistent with FY08 usage and to reflect an increase of approximately 10%.

FY08 Projected: 36,000

FY09 Expected with Increase: \$39,600

FY08 Budget: \$37,600

Variance: \$2,000

Department / Division Off Street Parking - Parking Lots

Account # 623-44220

A - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Account Title	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Salaries	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Supplies	389	869	759	840	840
Utilities	5,918	5,912	8,164	8,300	8,300
Education and Travel	0	0	0	0	0
Repair and Maintenance	0	0	0	20,000	0
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	40,175	43,075	44,305	45,490	45,490
Capital Outlay	0	0	0	0	0
Total	<u>\$46,482</u>	<u>\$49,856</u>	<u>\$53,228</u>	<u>\$74,630</u>	<u>\$54,630</u>

Department / Division Off Street Parking - Parking Lots

Account # 623-44220

B - 1

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	0	Appropriation needed as calculated on personnel detail.
Benefits	0	Retirement and insurance benefits provided and calculated on personnel detail.
Supplies	840	Signs; paint; plantings
Utilities	8,300	Lights; signs; ticket machines
Education and Travel	0	
Repair and Maintenance	0	
Special Projects	0	
Leases	0	
Contract Services	45,490	Management contract for parking services
Capital Outlay	0	

Total \$54,630

Department / Division Off Street Parking - Parking Lots

Account # 623-44220

B - 2

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Account Title	Budget FY2008	FY2009			Explanations
		Base	Inc(Dec)	Mayor's	
Salaries	\$0	\$0		\$0	
Benefits	0	0		0	
Supplies	840	840		840	
Utilities	8,300	8,300		8,300	
Education and Travel	0	0		0	
Repair and Maintenance	20,000	0		0	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	45,490	45,490		45,490	
Capital Outlay	0	0		0	
Total	<u>\$74,630</u>	<u>\$54,630</u>	<u>\$0</u>	<u>\$54,630</u>	

Department / Division Off Street Parking - Parking Lots

Account # 623-44220

C - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Description	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Base Salaries	\$0	\$0	\$0	\$0	\$0
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	0	0	0	0	0
Benefits	0	0	0	0	0
Personnel Totals	0	0	0	0	0
<u>Staffing Summary</u>					
Permanent Positions	0.00	0.00	0.00	0.00	0.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00

Department /
 Division: OSP - Parking Lots
 Account #: 623-44220

E - 1

Department Enhancement Summary Form FY09

Form Number	Enhancement Title	Short Description	Enhancement Amount	Approved Amount
PL1	7720 - Repairs & Maintenance	Perform necessary repairs to equipment and lots.	20,000	
PL2	7996 - Contract Services	Adjust to reflect FY08 costs.	5,000	
PL3	7220 - Electricity	Adjust to reflect FY08 costs, and projected FY09 increases.	7,000	
Total			<u>\$32,000</u>	<u>\$0</u>

Department /
Division: Central Services - OSP - Parking Lots

Account #: 623-44220

Form #: PL1

E - 2

Maintain current
service level: _____

New service: _____

Enhancement title: Repairs and Maintenance

Enhancement
amount: \$20,000

Department Enhancement Detail Form

Description/Justification

This enhancement reflects the amount necessary to address short-term structural repairs that will be necessary in FY09.

Department /
Division: Central Services - OSP - Parking Lots

Account #: 623-44220

Form #: PL2

E - 2

Maintain current
service level:

New service:

Enhancement title: Repairs & Maintenance

Enhancement
amount: \$5,000

Department Enhancement Detail Form

Description/Justification

This enhancement reflects the amount necessary to remain consistent with FY08 costs, as follows:

FY08 Projected: \$50,490

FY08 Budget: \$45,490

Variance: \$5,000

Department /
Division: Central Services - OSP - Parking Lots

Account #: 623-44220

Form #: PL3

E - 2

Maintain current
service level:

New service:

Enhancement title: Utilities - Electricity

Enhancement
amount: \$7,000

Department Enhancement Detail Form

Description/Justification

This enhancement reflects the amount necessary to remain consistent with FY08 usage and to reflect an increase of approximately 10%.

FY08 Projected: \$13,868

FY09 Expected with Increase: \$15,300

FY08 Budget: \$8,300

Variance: \$7,000

Department / Division Market House

Account # 625-44400

A - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Account Title	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Salaries	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Supplies	8,329	325	342	500	500
Utilities	25,532	2,472	2,030	3,800	3,800
Education and Travel	0	0	0	0	0
Repair and Maintenance	4,768	9,589	3,279	5,000	5,000
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	0	0	299,513	0	0
Total	<u>\$38,629</u>	<u>\$12,386</u>	<u>\$305,164</u>	<u>\$9,300</u>	<u>\$9,300</u>

Account # 625-44400

B - 1

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	0	Appropriation needed as calculated on personnel detail.
Benefits	0	Retirement and insurance benefits provided and calculated on personnel detail.
Supplies	500	Signs; display items
Utilities	3,800	Common area lighting; exterior lighting; Holiday tree
Education and Travel	0	
Repair and Maintenance	5,000	HVAC; electrical, plumbing, painting; health dept equip; concrete; window replacement
Special Projects	0	
Leases	0	
Contract Services	0	
Capital Outlay	0	

Total	<u>\$9,300</u>
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Department / Division Market House

Account # 625-44400

B - 2

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Account Title	Budget FY2008	FY2009			Explanations
		Base	Inc(Dec)	Mayor's	
Salaries	\$0	\$0		\$0	
Benefits	0	0		0	
Supplies	500	500		500	
Utilities	3,800	3,800		3,800	
Education and Travel	0	0		0	
Repair and Maintenance	5,000	5,000		5,000	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	0	0		0	
Capital Outlay	0	0		0	
Total	<u>\$9,300</u>	<u>\$9,300</u>	<u>\$0</u>	<u>\$9,300</u>	

Department / Division Market House

Account # 625-44400

C - 1

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Description	Actual FY2005	Actual FY2006	Actual FY2007	Budget FY2008	Mayor's FY2009
Base Salaries	\$0	\$0	\$0	\$0	\$0
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	0	0	0	0	0
Benefits	0	0	0	0	0
Personnel Totals	0	0	0	0	0
<u>Staffing Summary</u>					
Permanent Positions	0.00	0.00	0.00	0.00	0.00
Temporary Positions	0.50	0.00	0.00	0.00	0.00

Department /
 Division: Market House
 Account #: 625-44400

E - 1

Department Enhancement Summary Form FY09

Form Number	Enhancement Title	Short Description	Enhancement Amount	Approved Amount
MH1	7940 - Contract Services	Legal fees	10,000	
MH2	7210 - Utilities	Fuel to run generator	40,000	
MH3	7720 - Repairs & Maintenance	HVAC-related repairs	30,000	
Total			<u>\$80,000</u>	<u>\$0</u>

Department /
Division: Central Services - Market House

Account #: 625-44400

Form #: MH1-3

E - 2

Maintain current
service level:

New service:

Enhancement title: Contract Services, Utilities
and R&M

Enhancement
amount: \$80,000

Department Enhancement Detail Form

Description/Justification

The three enhancements in this request relate directly to the ongoing liabilities at the Market House, pending resolution of the legal issues involved.